|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CATEGORY | **4** | **3** | **2** | **1** |
| **Completion of resume** | Totally completed every section of the resume. | Filled in most of the resume | Filled in little of the resume | Filled in none of the resume. |
| **Completion of cover letter** | Short and to the point. 3 paragraphs. Interesting, made me want to read the resume. Convinced me you want the job. | Short and to the point. 3 paragraphs. Nothing jumped out at me as to why you want the job. | Short and to the point. Less than 3 paragraphs. Nothing jumped out at me as to why you want the job. | Lengthy. Less than 3 paragraphs. Nothing jumped out at me as to why you want the job. |
| **Completion of job application** | Totally completed every section of the job application. | Filled in most of the job application. | Filled in little of the job application. | Filled in none of the job application |

Resume, Cover letter, and Application Completion

Grading Rubric